



Criteria for Selecting Students For Work-Site Learning Experiences

Many students are not prepared to participate in a work-site program that requires them to enter the world of work. The following criteria should be considered for student admission to a work-site learning program.

The student should:

- Be 16 years of age, particularly if it is to be a paid work experience.
- Meet the academic requirements set by the local school.
- Have regular attendance during the current school year with active participation in class activities.
- Be interested in the occupation for which the work-site learning experience provides training, as shown in an interest inventory.
- Possess the aptitude for the occupation for which they will be training, as indicated on a valid aptitude assessment instrument.
- Have teacher and counselor recommendations.
- Possess social and personal skills — meet people well, communicate effectively, work well on a team, respect multicultural backgrounds of students and co-workers, and follow rules and regulations.
- Be willing to sign an agreement with the school and business/industry agreeing to actively participate in the program.
- Have the support of their parents or guardians.
- Have an updated six-year plan of study.
- Have access to regular and reliable transportation.
- Show evidence of strong commitment to the program.
- Be competent, honest, reliable, have respect for authority, and have integrity.
- Have self-pride and be neat, clean, and polite.

Source: *Implementing a Local School-to-Work Partnership: A Series of How-to Modules*, Module 9—Work-Based Learning, School-to-Work Division, Oklahoma Department of Vocational and Technical Education, ©1996.